

CITY OF MANCHESTER

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

TEL: 603-624-6543 (VOICE/TTY)

FAX: 603-628-6065

WEB SITE: www.ManchesterNH.gov



CUSTOMER SERVICE REPRESENTATIVE II

(Announcement No. R-040-07)

Parking Divison

Grade 12

Starting Pay: \$12.68 per hour– plus extensive benefits package

40 hours per week - Monday through Friday

THE JOB:

Performs a variety of clerical, general office duties, and information dissemination services for employees and visitors. Answers department telephone calls; receives and greets visitors and provides information to callers and visitors; follows up on customer complaints; prepares correspondence, lists and other documents on computer; receives cash for designated items, makes appropriate change and reconciles cash drawers; Performs related duties.

MINIMUM

QUALIFICATIONS:

High School graduate or GED, and 1-3 years experience in general office operation; or an equivalent combination of training and experience. Computer literacy required.

NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, with or without accommodations, as determined by medical exam.

APPLICATION

PROCEDURES:

Although submission of a resume is optional, candidates must complete a City of Manchester Employment Application, available at above address.

OPENING DATE:

Monday, June 25, 2007

CLOSING DATE: Friday, July 6, 2007

OFFICE HOURS:

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

The City of Manchester is an Equal Employment Opportunity Employer

*****PLEASE POST*****

THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST